



# Information System in Organization

# Organization

- An organization is a social entity that has a collective goal and is linked to an external environment.
- The word is derived from the Greek word organon, itself derived from the better-known word ergon which means "organ" – a compartment for a particular task.

# Organization

- Organization and its structure play an important role in MIS as different levels of employees have different levels of authority.

There are a variety of legal types of organizations, including

1. Corporations.
2. Governments.
3. Non-governmental organizations.
4. International organizations.
5. Armed forces.
6. Charities,
7. Not-for-profit corporations,
8. Partnerships,
9. Cooperatives,
10. Universities.

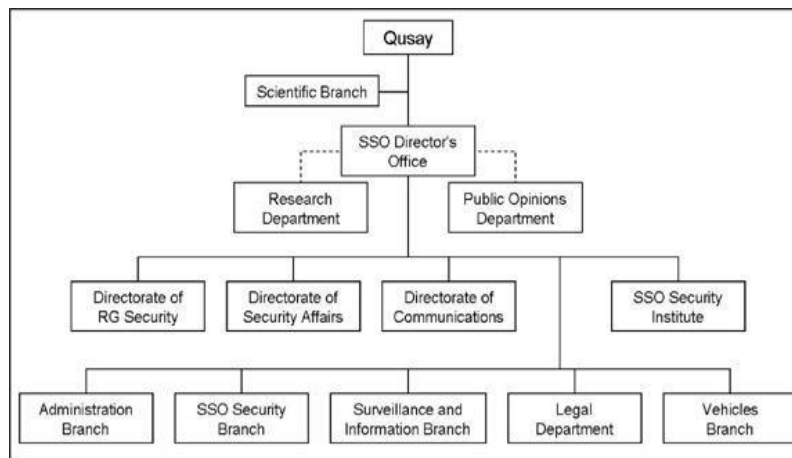
# Structure of Organization

The study of organizations includes a focus on optimizing organizational structure. According to management science, most human organizations fall roughly into four types:

- Pyramids or hierarchies
- Committees or juries
- Matrix organizations
- Ecologies

# pyramid or hierarchy

- An organization using a pyramid or hierarchy structure has a leader who is responsible for and makes all the decisions affecting the organization. This leader manages other organizational members.



*The Special Security Organization.*

# Committee/Jury

- Committees or juries consist of groups of peers who decide collectively, sometimes by casting votes, on the appropriate courses of action within an organization. Committees and juries have a basic distinction:
- members of a committee usually perform additional actions after the group reaches a decision, while a jury's work concludes once the group has reached a decision. In countries with common-law practices, for example, a jury of peers render innocent or guilty verdicts in the court system.

# Matrix

- Matrix organizations assign employees to two reporting lines, each with a boss representing a different hierarchy. One hierarchy is functional and assures that experts in the organization are well-trained and assessed by bosses who are highly qualified in the same areas of expertise.



- In ecologies, each business unit represents an individual profit centre that holds employees accountable for the unit's profitability. These kinds of organizations foster intense competition, as all members are paid for the actual work they perform.

# Structure of Organization

A hierarchy demonstrates an arrangement with a leader who leads other individual members of the organization. This arrangement is often associated with administration.

These structures are formed on the basis that there are enough people under the leader to give him support. Just as one would imagine a real pyramid.



Typical structure of an organization

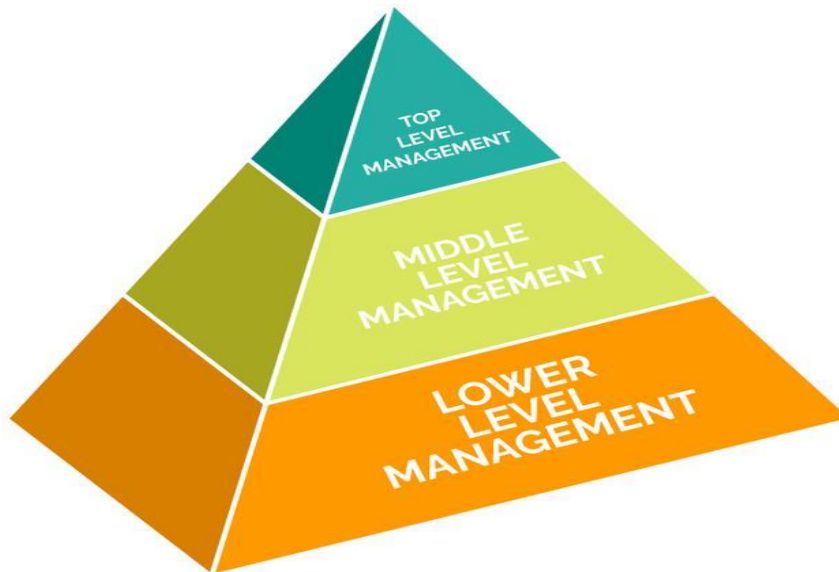
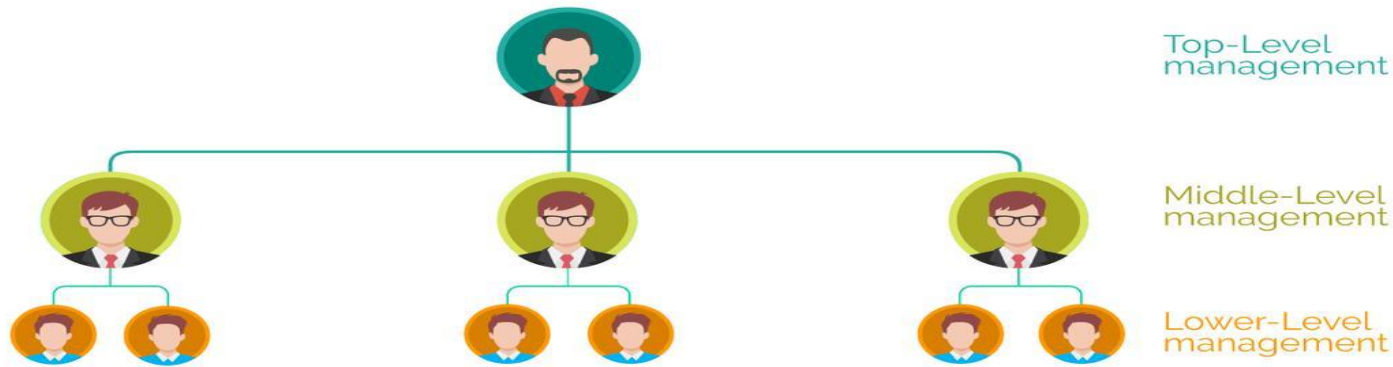
# Level of Organization

3 levels of management in organizational hierarchy;

- (1) Top-level,
- (2) middle-level,
- (3) lower level.

- Top-level managers are responsible for setting organizational goals.
- Middle-level managers are engaged in carrying out their goals.
- Finally, lower-level managers are responsible for running every work unit in an organization.

# Three levels of management



## TOP-LEVEL MANAGEMENT

They make decisions affecting the entirety of the firm.



## MIDDLE-LEVEL MANAGEMENT

They are responsible for carrying out the goals set by top management.



## LOWER-LEVEL MANAGEMENT

They are responsible for the daily management of line workers the employees who produce the product or offer the service

# Managers & Activities



A manager is a person whose job it is to oversee one or more employees, divisions, or volunteers to ensure that they carry out certain duties or meet specific group goals. Managers can be formal or informal. They are most common within corporations, but are can be found in most any situation where there is a need for a leader to head up individual projects.

# Managers & Activities

Management takes part in every step of an organization, giving direction and aligning resources in order to achieve goals.



# Managers & Activities

Management operates through functions like planning, organizing, staffing, leading/directing, and controlling/monitoring and motivation.

The overall role of managers is to guide organizations toward accomplishing goals.

All managers perform a range of functions, with the amount of time spent on each function depending on the level of management and specific organizational needs.



# Organizing

The second function of the management is getting prepared, getting organized. Management must organize all its resources well before in hand to put into practice the course of action to decide that has been planned in the base function. Through this process, management will now determine the inside directorial configuration; establish and maintain relationships, and also assign required resources.

# Directing

It involves the implementation of plans by mobilizing individuals and group efforts through motivation, communication, leadership and supervision. Directing may be defined as the process of activating the efforts of employees towards the achievement of organizational objectives.

# Controlling

It is the process of regulating the ongoing activities of the organization to ensure that they are in conformity with the established plans and produce the desired results. Through the controlling function, management can keep the organization to its chosen track.

It involves:

- Establishing standards of performance
- Measuring current performance
- Comparing actual results with the established standards
- Detecting deviations from the standards
- Taking corrective actions for significant deviations.